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DDA 85-1829

20 May 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DDA Quarterly Review of Office Objectives

1. During our meeting this morning, I mentioned a management tool that I use for this Directorate. Since you appeared interested, I thought you might want to scan the attached documents.

2. At the beginning of the fiscal year, each DA office submits a five-year plan for my approval. The plans include most of the offices' objectives for the coming fiscal year. After the plans are approved, the offices are committed to providing me and my Plans Staff with a quarterly progress report. The individuals who brief on these objectives have some responsibility in meeting the goals. The same individuals do not brief each quarter. This gives a greater number of younger officers experience in briefing senior DA officers and answering questions regarding their objectives. Each briefer usually has about 15 minutes to cover his or her subject. Of course, time does not allow us to cover all the offices' objectives at these sessions but they may be covered in a different forum. Major objectives may receive attention at each of the quarterly sessions while lower priority objectives may be briefed only twice a year. Also, if there are major issues that have arisen since the plan was developed, they may take precedence over other longstanding objectives.

3. Attachment I is the Office of Logistics' five-year plan. Attachment II contains graphics from this morning's quarterly review of Logistics' objectives. Today two subjects were briefed that were not a part of the office's original objectives.

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All Portions SECRET

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/s/ Harry E. Fitzwater

Harry E. Fitzwater

Attachments:
As stated

DDA/HEFitzwater:rj (20 May 1985)

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